

## **CHAPTER 3**

### **DOD PUBLICATIONS**

**A. TYPES OF DOD PUBLICATIONS.** The DoD Directives System contains the following types of DoD Publications identified by letter suffixes following the Publication numbers:

<b><u>Type</u></b>	<b><u>Suffix</u></b>	<b><u>Definition</u></b>
Catalog	-C	A detailed listing that describes or indexes a collection of information according to some definite plan.
Directory	-D	A compilation serving to direct, that is systematically arranged, usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data.
Guide	-G	A handbook that provides information on a specific subject.
Handbook	-H	A concise reference book on the technical aspect of a particular subject or compilation of factual data and instructional material not subject to frequent change.
Index	-I	A guide to material arranged by a different scheme from that used for the material itself.
Inventory	-INV	A listing of material in a group arranged in the same order in which the actual material is arranged.
List	-L	An itemized record or catalog of information.
Manual	-M	A guidance document consisting of procedures that usually contains examples for performing specific tasks.
Module	-MOD	A Publication that includes specific learning objectives and activities that are designed to be self-instructional and self-paced. A module is usually part of a

<u>Type of DoD Publication</u>	<u>Suffix</u>	<u>Definition</u>
		series of documents. It may contain charts, graphs, fill-in blanks, and examples to aid the learning process.
Pamphlet	-PH	A Publication of 64 pages or less that is complete in itself, but issued in a series, usually numbered consecutively.
Plan	-P	A presentation of military details in preparing for operations well in advance.
Regulation	-R	A document of general applicability designed to implement, interpret, or prescribe procedural requirements.
Standard	-STD	A Publication of technical directions and regulatory material.

**B. ORGANIZATION OF DOD PUBLICATIONS.** DoD Publications are arranged as shown in figure 3-1 and as follows:

**1. Cover**

a. The cover should be designed by the originating OSD Component through the Graphics and Presentations Division, Real Estate and Facilities (RE&F) Directorate, WHS, Room 2A312, Pentagon.

b. The cover must contain the following information (as shown in figure 3-2):

(1) The DoD seal.

(2) The DoD Publication number (in the upper right corner). A DoD Publication carries the prefix--DoD--followed by the number of its authorizing DoD Directive or Instruction, followed by a dash and the capital letter identifying the type of DoD Publication; e.g., "DoD 5025.1-M." If it is determined that a Publication is needed and there is no authorization for it, then a change must be made to a Directive or Instruction to authorize the Publication.

(3) A descriptive but brief title of 10 words or less. The title of a DoD Publication shall not be the same as the authorizing DoD Directive or Instruction.

(4) The date (month and year).

(5) The name of the OSD Component responsible for the Publication (centered at the bottom of the cover). When the PSA signs the foreword, use his or her title on the cover; if a designated Deputy Under Secretary or Deputy Assistant Secretary signs it, use the name of the Office of the PSA; e.g., Office of the Assistant to the

Secretary of Defense for Public Affairs. If officials from different organizations sign the foreword, the names of their organizations must appear on the cover.

(6) Security classification (if appropriate). Comply with procedures in DoD 5200.1-R and DoD 5200.1-PH (references (g) and (h)). (See figure 5-12.)

2. **Front Matter.** Front matter introduces the principal parts of a Publication. The date (cover date--abbreviated month and year) is typed in the upper right corner, 1/2 inch from the top of the page, and the Publication number (e.g., DoD 5025.1-M) is typed on the next line, directly below the date. The date and Publication number must be typed on each odd-numbered page beginning with the front matter and continuing throughout the Publication. Front matter page numbers are in lower case Roman numerals, and each part of the front matter begins on a new page in the following sequence:

a. **Foreword**

(1) DoD Publications must contain a foreword signed by the PSA or designated Deputy Under Secretary or Deputy Assistant Secretary, and be prepared on letterhead and dated (with month, day, and year). (See figure 3-3.) The cover should have the same month and year. (See figure 3-2.) Use plain bond paper if officials from different organizations must sign the foreword.

(2) The foreword shall:

(a) Identify the authorizing DoD Directive or Instruction.

(b) Contain a cancellation statement if the DoD Publication is a reissuance, or incorporates other material, such as a DoD Instruction, or supersedes other documents. DoD Publications may not cancel or imply the cancellation of a DoD Directive. However, a Publication may cancel and replace a DoD Instruction if the foreword is signed by the PSA who is responsible for the Instruction.

(c) Contain an effective date or an effective date and implementation statement.

(d) Identify the executive or responsible agent for the Publication if outside OSD or WHS. Include in the statement that the Publication and its changes are coordinated, approved, and signed by the PSA or appropriate official within the office of the PSA, and the agent is responsible for the printing, distributing, and retiring of the Publication; coordination papers; and any supporting documents.

(e) Identify a source of availability for secondary distribution of the Publication, such as DTIC or NTIS. (See section C. of this Chapter, below, and Chapter 6.)

b. **Table of Contents.** Lists the title and beginning page number of each part of the Publication (front matter, main body of the text, and back matter). (See figure 3-4.)

c. **Figures** (if appropriate). Lists diagrams or pictorial illustrations in the Publication. Titles and page numbers listed on the figure page must be identical to the titles of the figures and their page numbers. (See figure 3-5.)

d. **Tables** (if appropriate). Lists systematic arrangement of data. Titles and page numbers listed on the table page must be identical to the titles of the tables and their page numbers. (See figure 3-6.)

e. References. A list of all documents and correspondence cited in the text. (See figure 3-7.) For specific guidelines on references, see subsection A.3. of Chapter 2, above.

f. Definitions (if appropriate). A list of terms appearing in the Publication with their meanings. For specific guidelines, see subparagraphs A.4.a.(3) (a) and (b) of Chapter 2, above, and figure 3-8.

g. Abbreviations and/or Acronyms (if appropriate). When there are a large number of abbreviations and/or acronyms in the Publication, list in alphabetical order. (See figure 3-9.)

h. Introduction (if appropriate). An introduction may be included in the front matter, but do not include if similar information appears in the foreword or the main body of the text.

i. Preface. A preface shall not be used in DoD Publications. Use a foreword.

j. Acknowledgments. Acknowledgments shall not be used in DoD Publications.

k. Copyright Material. Do not use copyright material in DoD Publications without the written consent of the copyright owner. A copy of the written consent must be provided to the Directives Division before the issuance is published.

l. Disclaimers. Do not use disclaimers in DoD Publications.

3. Main Body. This part of the Publication is divided into Chapters with subject headings and followed with sections with subject headings. Sections may be divided into subsections, paragraphs, and subparagraphs. In short Publications, only Chapters and sections should be used.

#### 4. Back Matter

a. Appendices. Supplementary information following the main body of the text.

Appendices are used when related information is too lengthy to be incorporated into the main body without disrupting its continuity. (See figure 4-7.) A bibliography, which is optional, may be included as an appendix. Documents appearing in the bibliography shall not be listed on the reference page or cited in the main body of DoD Publications. Appendices must be listed at the end of the Table of Contents. (See figure 3-4.)

b. Bibliographies. See paragraph B.4.a., above.

c. Index. An optional cross-reference tool. An index is used to provide an extensive list of key words in a Publication with references to their pages. An index entry consists of a heading, subheadings, cross references, and page numbers. It does not duplicate the Table of Contents. The index is the last entry following the main body of the text and it must be listed at the end of the Table of Contents. For specific guidelines, see subparagraph B.2.g.(10) of Chapter 4.

5. Computer Diskette. If a computer diskette must be inserted in a DoD Publication, the originating OSD Component must provide the Directives Division with one original diskette, a "1 x 3 1/2" typed label for each diskette that will be produced, and the distribution list of OSD and WHS Components. The diskette will be provided to

the Defense Printing Service (DPS) for duplicating, labeling, and inserting into a hard plastic cover. Three-ring binders with a ring-size pocket for holding the diskette in the Publication must be ordered in advance of printing the Publication and duplicating the diskette. Originating OSD Components may provide the binders or order binders from DPS. The Publication shall be shrink-wrapped to protect the diskette. Since the Military Departments and Defense Agencies must fund the Publication, diskette, and binder for their organization, they should be notified well in advance of the intent to issue the Publication.

### **C. DISTRIBUTION STATEMENTS FOR DOD PUBLICATIONS**

1. For secondary distribution of the Publication, use one of the following statements:

a. **Unclassified Publications**

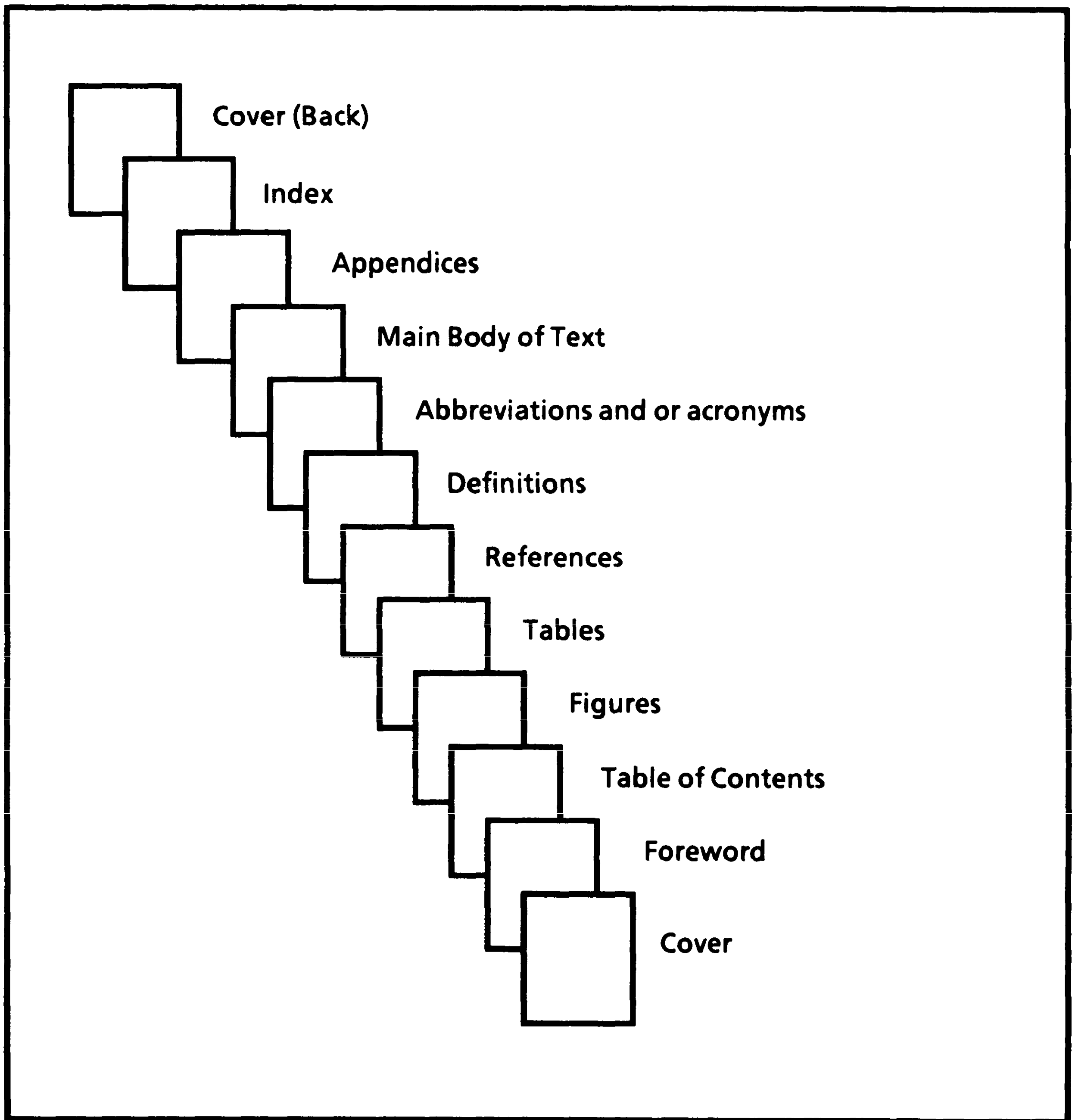
(1) The DoD Components may obtain copies of this Publication through their own Publications channels.

(2) Copies of this Publication may be obtained from \_\_\_\_\_.  
(insert the name and address of the secondary distribution source)

(3) The DoD Components may obtain copies of this Publication through their own Publications channels. Approved for public release; distribution unlimited. Authorized registered users may obtain copies of this Publication from the Defense Technical Information Center, Cameron Station, Alexandria, VA 22304-6145. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

b. **Classified DoD Publications**. Copies of this Publication may be obtained from \_\_\_\_\_. (insert the name and address of the secondary distribution source)

**D. STYLE AND FORMAT**. Writing style and format for the text of a DoD Publication are in Chapter 4.



**Figure 3-1. Parts of a DoD Publication**



**DOD 5200.1-M**

# **ACQUISITION SYSTEMS PROTECTION PROGRAM**

**MARCH 1994  
ASSISTANT SECRETARY OF DEFENSE  
FOR  
COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE**

Figure 3-2. Cover of a DoD Publication

[Use appropriate letterhead]

[Insert date]

## FOREWORD

This Manual is reissued under the authority of DoD Directive 9988.1, "Compensation Program," December 3, 1989. It prescribes procedures on DoD compensation administration.

DoD 9988.1-M, "Compensation Administrative Procedures," December 1987, is hereby canceled.

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

It does not apply to certain designated units of the Department of Defense authorized to use the DoD Joint Compensation Plan.

This Manual is effective immediately and is mandatory for use by all the DoD Components. The Heads of the DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their organizations.

Send recommended changes to the Manual to:

Deputy Under Secretary of Defense  
(Civilian Personnel Policy and Equal Opportunity), 8F888  
Office of the Under Secretary of Defense for Personnel and Readiness  
4000 Defense Pentagon  
Washington, DC 20301-4000

The DoD Components may obtain copies of this Manual through their own Publications channels. Approved for public release; distribution unlimited. Authorized registered users may obtain copies of this Publication from the Defense Technical Information Center, Cameron Station, Alexandria, VA 22304-6145. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

[signature of PSA or Principal Deputy]

Figure 3-3. Foreword for a DoD Publication



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## REFERENCES

- (a) Sections 7501-7507 of title 5, United States Code
- (b) Public Law 95-452, "Inspector General Act of 1978," October 12, 1978, as amended
- (c) Office of Management and Budget Circular No. A-73, "Audit of Federal Operations and Programs," June 20, 1983
- (d) DoD Directive 7600.2, "Audit Policies," February 2, 1991
- (e) DoD Instruction 7050.3, "Access to Records and Information by the Inspector General, Department of Defense," November 9, 1984
- (f) DoD 5500.7-R, "Joint Ethics Regulation (JER)," August 1993, authorized by DoD Directive 5500.7, August 30, 1993
- (g) Assistant Secretary of Defense (Force Management and Personnel) Memorandum, "Personnel Integrity and Efficiency," November 9, 1988
- (h) Federal Acquisition Regulation, current edition
- (i) Defense FAR Supplement, Subpart 2, "Preparation of Budget Estimates," July 4, 1984
- (j) Memorandum of Understanding between the Department of Defense and the Department of Labor, December 25, 1989
- (k) Executive Order 10101, "Public Recognition and Trust," April 1, 1992
- (l) Decisions of the Comptroller General, Volume 550, page 1234, 1988
- (m) Federal Personnel Manual, Chapter 920, "Status of Nonappropriated Funds"
- (n) MIL-STD 6749, "Restructuring Robots," January 1, 1990
- (o) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition
- (p) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition

Figure 3-7. Reference page in a DoD Publication

## DEFINITIONS

1. **Base Pay.** That part of U.S. Forces total pay used to compute premium pay and certain other allowances. Depending on the in-country situation, base pay may be:
  - a. The scheduled rate for the position.
  - b. The scheduled rate less a value representing pay components found in the non-U.S. Forces sector that were used in developing the scheduled rate, but that are not used by the non-U.S. Forces sector to compute premium pay and certain other allowances.
  - c. The scheduled rate plus other allowances or pays granted by both U.S. Forces and non-U.S. Forces sectors that, in the non-U.S. Forces sector, are used to compute premium pay and certain other allowances. In this case, the scheduled rate plus the other pay and allowances are used by the U.S. Forces sector to compute premium pay and certain other allowances.
2. **Benefit Component.** The fringe benefits granted by U.S. Forces to foreign national employees and by non-U.S. Forces employers to their employees. Fringe benefits normally include time-off benefits, financial assistance benefits, and social security-type benefits.
3. **Consolidated Allowance.** An allowance paid by the U.S. Forces to represent a wide variety of non-U.S. Forces pay that is considered in arriving at total pay for positions comparable to U.S. Forces positions.
4. **Foreign National Employee.** A non-U.S. citizen employed by the U.S. Forces outside the United States, its territories and possessions.
5. **Median.** The middle rate of a series of rates arranged in order or magnitude. If the series contains an even number of rates, the median is the simple average of the two middle rates.
6. **Pay Component.** Remuneration in cash or in kind for services rendered.
7. **Payment-in-Kind.** That part of the pay component that is remuneration received other than in cash and that can be expressed in monetary terms.
8. **Segmented Line.** Wage line drawn through segments of survey data to reflect pay patterns in the country concerned.
9. **Total Pay.** The combined value of all separately paid pay components.
10. **Trend Line.** The result of regression analysis performed on the survey data.

Figure 3-8. Definitions in a DoD Publication

**ABBREVIATIONS AND/OR ACRONYMS**

AECA	Arms Export Control Act
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
BAQ	Basic Allowance for Quarters
CONUS	Continental United States
DoS	Department of State
EEOBH	Equal Opportunity in Off-Base Housing
G&FOQs	General and Flag Officers Quarters
GM	General Merit
GS	General Schedule
HRS	Housing Referral Services
HUD	Housing and Urban Development
MAAG	Military Assistance Advisory Group
MIL-HDBK	Military Handbook
OHA	Overseas Housing Allowance
O&M	Operations and Maintenance
OMB	Office of Management and Budget
PCS	Permanent Change of Station
SES	Senior Executive Service
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLFs	Temporary Lodging Facilities
UEPH	Unaccompanied Enlisted Personnel Housing
UFAS	Uniform Federal Accessibility Standards
UOPH	Unaccompanied Officer Personnel Housing
UPH	Unaccompanied Personnel Housing
U.S.	United States
U.S.C.	United States Code

Figure 3-9. Abbreviations and/or acronyms in a DoD Publication